



Workflow Coordinator

Details

Job ID : 455

Title : Workflow Coordinator

Job Code : 841

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR OVERSEEING AND MANAGING FACILITIES WORKORDER TRACKING SYSTEM

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF PROPERTY ACCOUNTABILITY, WORK MANAGEMENT PROCUREMENT SYSTEMS AND PROCESSES

Job Skills/Abilities

- EXCELLENT COMMUNICATION AND CUSTOMER SERVICE SKILLS
- COMPUTER AND DATA ENTRY PROFICIENCY
- ATTENTION TO DETAIL

Job Duties

- RECEIVES AND ENTERS ALL FACILITIES WORK REQUESTS
- TRACKS PROJECTS AND GENERATES REPORTS REGARDING STATUS OF EXISTING PROJECTS
- GENERATES AND PROCESSES CUSTOMER SERVICE FEEDBACK DOCUMENTS
- OTHER DUTIES AS ASSIGNED